



TEXAS DEPARTMENT OF LICENSING & REGULATION  
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**JOB POSTING- North Campus- 2 openings**

**RPM/ Boiler Program  
Boiler Program Specialist  
Program Specialist I  
\$3,375- \$3,625 monthly  
\$40,500- \$43,500 annually**

**Posting No: 0506-22**

**Opening Date: 05/06/22**

**Group: B17**

**Closing Date: *Until Filled***

Position: 255,77

**Job Description**

The Boiler Program Specialist is selected by and responsible to the Chief Boiler Inspector and performs a variety of routine consultative services and technical assistance work assisting the Chief Boiler Inspector, supervisor, and team leaders in planning, developing and implementing the program. Work involves assisting in the day-to-day implementation and coordination of the program; scheduling inspections; assisting in the development of policies and procedures; and interpretation of law, rules and procedures for staff, the regulated industry and the public. Primary responsibilities also include preparing and maintaining documents relative to American Society of Mechanical Engineers (ASME) & National Board accreditation activities; and providing support in the processing of extensions, variances, Texas Specials, boiler restamping, temporary operating permits, boiler installation reports, and referrals to Enforcement. May train others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**\*The position will be located at the North Campus 1106 Clayton Ln. Austin, TX 78723.**

**Essential Duties**

- Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to the Boiler Program.
- Provides consultative and technical assistance support in maintaining the statewide certification programs for the American Society of Mechanical Engineers; the National Board of Boiler and Pressure Vessel Inspectors; the state certification to repair and/or alter boilers, and state certification to repair, set, and seal safety appliances. Includes, among other things, maintaining the joint review calendar, coordinating logistics with Boiler Program staff and review applicants, processing the requisite documentation, and updating pertinent performance measure data.
- Prepares, interprets, edits, and disseminates information via phone, email, and in person serving as a liaison to agency staff, inspectors, Boiler advisory board member, contractors, industry representatives, government officials, the general public, and other interested parties providing customer service and responding to inquiries regarding rules, regulations, policies, and procedures for the Boiler Program.
- Provides support and collaborates with the Chief Boiler Inspector (Chief) in the planning, development, and implementation of the Boiler program.
- Assists with developing, reviewing and administering program policy and procedure manuals for the Boiler Program.
- Processes joint reviews, variances, re-stampings, accident reports, boiler installation reports, temporary operating permits, Texas Specials, repair forms and extensions.
- Assists in the processing of program staff travel expenditures, purchase requests and collection of unpaid invoices.
- Assists with the review of Boiler Program operations and activities in determining trends and resolving technical issues and, to identify areas in need of change. Assists with the development of plans to improve or address areas of concern.
- Assists in the preparation of projects, training materials and administrative reports, including workload and performance measure reports.
- Assists in the collection, organization, analysis and/or preparation of materials in response to requests for program information and reports.
- Assists in the preparation and processing of comprehensive and non-routine correspondence, memorandum, letters, purchase requests and reports. Maintains program documents in accordance with the agency retention schedule and adheres to procedures for handling imaged records/documents when relevant.
- Assists in identifying team training needs and recommends solutions. Coordinates and assists in providing training on internal procedures, processes and systems. Participates in the administration of Deputy Inspector Training, Texas Commission Orientation and AIA Seminars. Monitors compliance with performance standards and team goals.
- Monitors open violations to assist with timely resolution and/or compilation of unresolved violations for referral to the Enforcement Division.
- Complies with division and/or agency training requirements.

- Keeps management appropriately informed of ongoing activity and critical matters affecting the operational well-being of the agency.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's core values.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs other duties as directed to accomplish the goals and objectives of the Boiler Program and the Texas Department of Licensing and Regulation.

#### **Minimum Requirements:**

Two (2) years progressively responsible office and/or administrative practices experience required. At least one (1) year experience in administration of a technical or regulatory program preferred and may run concurrently with the required administrative experience. Graduation from an accredited four (4) year college or university is preferred and may substitute for one (1) year of the experience requirement. One (1) year experience in records management including the implementation and maintenance of a records retention schedule preferred.

*Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of OS- Operations Specialist, 611X LDO - Deck, Surface OS Operations Specialist, OSS Operations Systems, ing, Ventilation, Air Conditioning, and Refrigeration or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.*

**Additional Military Crosswalk information can be accessed at:**

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

#### **Remarks:**

**The successful candidate will have the ability to:** Knowledge of law, rules, procedures, functions and operations of the Boiler Program; of principles of office administration and management; of research techniques; and, of public administration and management techniques. Knowledge of program management processes and techniques; and, of training methods. Skill in the use of electronic data; in the operation of computers and their applicable software, including MS Office; and, in navigating the internet. Skill in organization, planning and attention to detail. Ability to understand and interpret and explain the Boiler Program's statutes, rules, policies and procedures; to multi-task within tight time constraints; and, to gather, correlate, and analyze facts. Ability to devise solutions to problems; to prepare reports; and, to develop, evaluate, and interpret policies/procedures. Ability to establish goals and objectives, to devise solutions to administrative problems; and, to plan and coordinate effectively. Ability to provide friendly, caring and effective service to citizens and employees of the Department, including interactions over the phone and, to establish and maintain courteous, effective working relationships with supervising personnel, co-workers, and general public. Ability to perform efficiently in a fast-paced, high pressure environment; to multi-task within tight time constraints; to communicate effectively - verbally and in writing; and, to train others.

Applications may be downloaded from TDLR's website <https://www.tdlr.texas.gov/employ.htm>

E-mail or fax applications to: TDLR, Human Resources Office, P.O. Box 12157, Austin Texas 78711, Fax (512) 475-3377.

E-mail [Human.Resources@tdlr.texas.gov](mailto:Human.Resources@tdlr.texas.gov). **Resumes will not be accepted in lieu of State Applications. Applications not completely filled out may be rejected. Only typed applications will be considered.**

This job is covered by the Fair Labor Standards Act (FLSA). FLSA-eligible employees who work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

#### ***TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER***

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses.

*TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.*

*In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.*